

2005 DRAFTING REQUEST

Bill

Received: **01/26/2005**

Received By: **gmalaise**

Wanted: **As time permits**

Identical to LRB:

For: **Marlin Schneider (608) 266-0215**

By/Representing: **John Baldus**

This file may be shown to any legislator: **NO**

Drafter: **gmalaise**

May Contact:

Addl. Drafters: **jkreye**

Subject: **Discrimination
Tax, Other - sales
Tax, Business - credits**

Extra Copies:

Submit via email: **YES**

Requester's email: **Rep.Schneider@legis.state.wi.us**

Carbon copy (CC:) to: **joseph.kreye@legis.state.wi.us**

Pre Topic:

No specific pre topic given

Topic:

Gender equity in wages

Instructions:

See Attached--provide for gender equity in wages--provide tax credits for private sector employers who comply--impose a sales tax on legal services to pay for public sector compliance

Drafting History:

| <u>Vers.</u> | <u>Drafted</u> | <u>Reviewed</u> | <u>Typed</u> | <u>Proofed</u> | <u>Submitted</u> | <u>Jacketed</u> | <u>Required</u> |
|--------------|------------------------|---------------------|------------------------|----------------|------------------------|-----------------|-----------------|
| /? | gmalaise 03/31/2005 | jdyer 04/01/2005 | | _____ | | | S&L |
| /P1 | jkreye 04/06/2005 | jdyer 04/06/2005 | pgreensl 04/01/2005 | _____ | lnorthro 04/01/2005 | | S&L |
| /P2 | | | rschluet 04/06/2005 | _____ | sbasford 04/06/2005 | | S&L |

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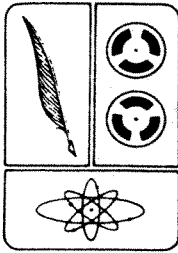
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FE Sent For:

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OFFICE & PROFESSIONAL EMPLOYEES

INTERNATIONAL UNION - LOCAL 95 - AFL-CIO & CLC
1551 WEST GRAND AVENUE
WISCONSIN RAPIDS, WI 54495
(715) 424-2690
(715) 424-2692 (Fax)
E-MAIL - opeiu95@wctc.net

12

- tax credits for private
employers

- sales tax on legal services
to fund govt employers

January 19, 2005

Representative Marlin Schneider
PO Box 8953
Madison, WI 53708-8953

Dear Marlin:

Enclosed please find two (2) copies of the proposed solution to the women's wage situation that we discussed. You requested that we provide you information and a possible solution which is enclosed.

As you will see we are providing you with complete documentation so that you and/or your staff will be able to make valid comparisons as well as realize the extent of the problem based upon specific employers in the 72nd Assembly District.

In addition to the information contained in the Report, I would like to call the following to your attention. For all of these, first, please review the wage comparisons on page six (6) of the Report then review these:

- A) Qualifications for a WRSD secretary on page seven (7) in comparison to the qualifications of a WRSD custodian page thirteen (13).
- B) The qualifications of a WRSD cook page ten (10) in comparison to the qualifications of a WRSD custodian page thirteen (13).
- C) The performance responsibilities of WRSD secretary page seven (7) and WRSD cook page (9) in comparison to the WRSD custodian page thirteen (13).
- D) The general duties and responsibilities of a Port Edwards Elementary secretary page fourteen (14) to page sixteen (16) in comparison to the general duties and responsibilities of Port Edward custodian page seventeen (17) and eighteen (18).
- E) The qualifications for a part time customer service representative page nineteen (19) at Wood County Telephone Company in comparison to the mandatory job requirements for a communications technician page twenty-one (21) also compare the

work assignment for a cable splicing technician at Wood County Telephone Company page twenty (20) and the mandatory job requirements for that communications technician (cable splicing technician) on page twenty one (21) at Wood County Telephone Company.

- F) The qualifications for a quality assurance technician page twenty-two (22) in comparison to the generic qualifications for a papermaker page twenty- two (22).
- G) The minimum qualifications for a utility clerk #1 at Stora Enso in comparison to the job requirements for a relief fourth hand at Stora Enso page twenty- four (24).

I believe it is clear with these job descriptions comparing female positions to male positions that the qualifications and the duties and responsibilities are far more extensive for female employees than they are for male employees. Yet, in every situation listed male employees receive higher wages and in the case of the Wisconsin Rapids School District the top wages for female employees are not even at entry level for the WRSD custodian.

Thank you very much for your consideration of this information. If I can be of additional assistance, please do not hesitate to contact me.

Sincerely,



Wayne E. Pankratz
Business Agent

Enclosure
WEP/JLM

Solution

Solutions that should not be considered would be to reduce men's wages to the level of women's, freeze men's wages until women's catch up or give male employees less of a percent of increase than that of female employees until wages are equalized. All of these will cause an economic hardship for male employees and will greatly damage the Wisconsin economy.

Therefore, no employee class should receive less than the current increases (approximately 3%) negotiated or given throughout our state.

We would propose the following program which would not only increase and equalize women's wages, but would significantly boost the economy of our state.

- A. The state would mandate that all employers must develop a plan to equalize the existing wage disparity over a maximum of a ten year period.
- B. All private sector employers would receive a direct tax credit equal to the amount they would give their female employees as a part of the plan mandated in A above. This would not apply to general wage increases, but only those provided to reduce the wage inequity.
- C. All public sector employers would receive an exclusion from revenue caps or spending limits equal to the amount they would give their female employees as a part of the plan mandated in A above. This would not apply to general wage increases, but only to those provided to reduce the wage inequity.

Solution

Solutions that should not be considered would be to reduce men's wages to the level of women's, freeze men's wages until women's catch up or give male employees less of a percent of increase than that of female employees until wages are equalized. All of these will cause an economic hardship for male employees and will greatly damage the Wisconsin economy.

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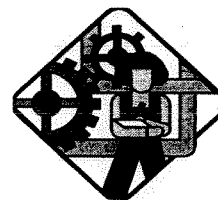
To: ~~Loanne Lief~~ GMM

1 E. Main, Suite 200

LRB- Drafting

NOTE Paperclip

From: Marlin Schneider (Michael Schoenfeld)



Gender Equity Proposal for Legislation

(Raising Female Employees Wages in Wisconsin)

Presented

to

Representative Marlin Schneider

Wisconsin Assembly District 72

By

Office and Professional Employees International Union

Local 95 Task Force

On

January 19, 2005

OPEIU TASK FORCE MEMBERS

Stacie Clark

Jo Anne Grandkowski

Mary Newberry

Terry Ruchinski

Rose Siegler

Becky Taylor

Mary Weaver

Wayne E. Pankratz

EMPLOYER

Stora Enso

Domtar

Wood County Telephone Co.

Wisconsin Rapids School District

Wisconsin Rapids School District

Port Edwards School District

Wisconsin Rapids School District

OPEIU Business Agent

TABLE OF CONTENTS

| | |
|--|-------|
| PRIMARY PROBLEM | 1 |
| SECONDARY PROBLEMS | 1-2 |
| CAUSES AND EXTENUATING CIRCUMSTANCES | 2 |
| SOLUTION | 3 |
| ADVANTAGES | 4 |
| APPENDIX A (Percent increase vs. spendable income) | 5 |
| APPENDIX B | |
| a. Wage comparison female to male positions* | 6 |
| b. W.R.S.D. Secretary Job Description | 7-9 |
| c. W.R.S.D. Cook Job Description | 10-12 |
| d. W.R.S.D. Custodian Job Description | 13 |
| e. Port Edwards S. D. Elementary Secretary Job Description | 14-16 |
| f. Port Edwards S. D. Custodian Job Description | 17-18 |
| g. W.C.T.C. Customer Service Representative Job Posting | 19 |
| h. W.C.T.C. Cable Splicing Technician Job Posting | 20-21 |
| i. Domtar Quality Assurance Qualifications | 22 |
| j. Domtar Papermaker Qualifications | 22 |
| k. Stora Enso Utility Clerk Job Opening | 23 |
| l. Stora Enso Relief Fourth Hand Job Opening | 24 |

* All wages taken from 2004 Salary Schedules Published by Employer

GENDER EQUITY PROPOSED LEGISLATION

Primary Problem

Many women throughout our state are an active part of the Wisconsin workforce. However, despite having higher qualifications for job entry and more complex and comprehensive duties and responsibilities in their positions, they lag behind their male counterparts in wages. This wage disparity exists in both the public and private sectors of Wisconsin.

The result is less spendable income from a segment of our society that would boost the economy of our state and also enhance business with greater investment opportunities.

Secondary Problems

The fact that the above stated primary problem exists causes numerous secondary problems. Some are:

- A. Most women are required to work more than one job.
- B. Many positions available to females are less than eight (8) hours per day or what would be considered a full time position.
- C. Working less than a full time position limits accessibility to some fringe benefits while pro-rata of other fringe benefits becomes cost prohibitive.
- D. Lower wages and pro-rated fringe benefits reduce post-retirement Social Security, contributions and benefits from defined contribution/defined benefit pension programs as well as 401K or other individual retirement program benefits.
- E. Women have less time to spend with their children which in turn is an underlying factor or cause for other societal problems.
- F. Women are required to work longer which means they are taking a job away from someone else who could be a contributing member of society.

- G. Less spendable income during a woman's working years and in their post-retirement years significantly impacts our Wisconsin economy. This is especially true since women have a longer life span than men.
- H. Less gross income requires a greater reliance on government subsidized programs such as WIC, Food Stamp, BadgerCare, etc.

Causes and Extenuating Circumstances

Employers are not necessarily at fault for the creation of the problem(s). However, many times employer action continues to perpetuate or exacerbate the problem. The following are examples:

- A. Job titles can raise or lower wage expectations (janitors vs custodians or cooks vs food service).
- B. Physical labor is given a greater emphasis than mental labor. Most male dominated positions require physical labor while female dominated positions require mental capabilities.
- C. Providing the same percent of increase to all employees maintains essentially the same proportionate relationship but significantly decreases spendable income (See Appendix A).
- D. A review of female dominated positions vs. male dominated positions with the same employers in both the public and private sectors regarding the areas of wages, qualifications and job responsibilities demonstrates and illustrates female employees have greater qualifications and job responsibilities yet are paid significantly less (See Appendix B).

Solution

Solutions that should not be considered would be to reduce men's wages to the level of women's, freeze men's wages until women's catch up or give male employees less of a percent of increase than that of female employees until wages are equalized. All of these will cause an economic hardship for male employees and will greatly damage the Wisconsin economy.

Therefore, no employee class should receive less than the current increases (approximately 3%) negotiated or given throughout our state.

We would propose the following program which would not only increase and equalize women's wages, but would significantly boost the economy of our state.

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- B. All private sector employers would receive a direct tax credit equal to the amount they would give their female employees as a part of the plan mandated in A above. This would not apply to general wage increases, but only those provided to reduce the wage inequity.
- C. All public sector employers would receive an exclusion from revenue caps or spending limits equal to the amount they would give their female employees as a part of the plan mandated in A above. This would not apply to general wage increases, but only to those provided to reduce the wage inequity.

Advantages

Other than the obvious advantage of eradicating the problems listed above, we see the following:

- A. Our state would receive immediate benefits from this proposal since female employees would be paying more in income tax and by having spendable income would also pay more in state sales tax.
- B. Female employees would become less reliant on state social programs.
- C. The children of single parent female employees who are heads of household would no longer have to participate in free or reduced school lunches.
- D. If women have more spendable income and do not have to work multiple jobs, they would have more time to be with their families and spend more on recreational activities which would boost the tourism industry as well as other businesses such as gas stations, restaurants, hotel/motels and campgrounds.
- E. With more family time, women could lessen the difficulties created by a latch key society and reduce the concurrent state costs.

This proposal is respectfully submitted by the Office and Professional Employees International Union (OPEIU), Local 95.

**Wage Comparison VS Spendable income
with same Percentage Increases**

| | | | | | | | | | | | | |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| START | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| \$10.00 | \$10.30 | \$10.61 | \$10.93 | \$11.26 | \$11.60 | \$11.95 | \$12.31 | \$12.68 | \$13.06 | \$13.45 | \$13.85 | \$14.27 |

| | | | |
|--|---------|---------|---------|
| | 13 | 14 | 15 |
| | \$14.70 | \$15.14 | \$15.60 |

| | | | | | | | | | | | | |
|--------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| START | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| \$15.00 | \$15.45 | \$15.91 | \$16.39 | \$16.88 | \$17.39 | \$17.91 | \$18.45 | \$19.00 | \$19.57 | \$20.16 | \$20.77 | \$21.39 |

5

| | | | |
|--|---------|---------|---------|
| | 13 | 14 | 15 |
| | \$22.03 | \$22.69 | \$23.37 |

\$10.00 divided by \$15.00 = 66.67%

\$15.00 minus \$10.00 = \$5.00

\$15.60 divided by \$23.37 = 66.75%

\$23.37 minus \$15.60 = \$7.77

\$2.77 times 2080 hours = \$5,761.60 less spendable income annually

Wage Comparison by Employer

Public Sector

- | | |
|---|---|
| A) Wisconsin Rapids School District (Union) (Female) Secretary \$13.49 - <u>Top Salary</u> | (Male) Custodian \$16.66 - <u>Entry Salary</u> |
| B) Wisconsin Rapids School District (Union) (Female) Food Service \$13.22 - <u>Top Salary</u> | (Male) Custodian \$16.66 - <u>Entry Salary</u> |
| C) Port Edwards School District (Non-Union) (Female) Secretary (6 yrs.) \$10.68 | (Male) Custodian (5 yrs.) \$10.72 |

Private Sector

- | | |
|---|---|
| D) Wood County Telephone Company (Union) (Female) Customer Service Rep. \$16.42 - <u>Top Salary</u> | (Male) Cable Splicing Technician \$24.53 - <u>Top Salary</u> |
| E) Domtar Industries, Inc. (Union) (Female) Quality Technician \$18.08 | (Male) Quality Assurance \$21.71 |
| F) Stora Enso North America (Union) (Female) Utility Clerk \$19.10 | (Male) Relief Fourth Hand \$19.81 |

JOB DESCRIPTION

TITLE: Secretary to Elementary Principal

- QUALIFICATIONS:**
1. High school diploma and post high school secretarial education and/or equivalent experience. Two year Associate Degree preferred.
 2. Ability to maintain confidentiality and work independently.
 3. Good human relations skills and the ability to communicate effectively.
 4. Basic knowledge of office machines.
 5. Typing (60 wpm), experience with computers and word processing, spreadsheet and database software.
 6. First aide training/CPR.

REPORTS TO: Building Principal

JOB GOAL: To serve as confidential secretary to the building principal and to assure the smooth and efficient operation of the school office where students, parents, and teachers sense a warm, caring, relaxing environment.

PERFORMANCE RESPONSIBILITIES:

1. Serves as confidential secretary to the principal in all school related matters.
2. Assists, maintains and contributes to a positive, orderly atmosphere in the school office by supervising students and assisting in their requests and needs.
3. Performs the usual office routines and practices associated with a busy, productive, and smoothly run office.
4. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to proper person.
5. Types wide variety of correspondence, counts and distributes reports, memos, instructional materials, purchase orders, etc.
6. Receives and routes all incoming calls and responds appropriately to requests for information.
7. Maintains a complete and systematic set of records of all financial transactions of the school.
8. Sells lunch tickets to students and teachers, reports lunch count, counts and records amount of money received and verifies against ticket sales, and prepares bank deposit. Prepares monthly hot lunch report. Collects money and accounts for special milk program quarterly. Organizes and keeps records of students receiving free and reduced price lunches.
9. Maintains files and records of students.

10. Orders and maintains stock of supplies and educational materials. Dispenses supplies to authorized personnel as requested.
11. Assists in care of sick and injured students. Notifies parents or guardian when child becomes sick/injured at school and cares for children until parent/guardian arrives. Includes record for state when injured. Dispenses medication, if proper authorization is available.
12. Follows substitute teacher procedures and processes related forms.
13. Sets up, maintains, and operates copying machines, TV, intercom system and computer as needed.
14. Assists in transfer procedures for newly arriving and departing students. Requests transcripts from other schools as needed and transmits information on students transferring out. Assists in setting up bus transportation for new students.
15. Records daily classroom attendance. Maintains records of students who are absent five or more days per year. Phone parents of students who are absent without excuse. Reports enrollment and address changes to Central Administration.
16. Prepares annual local, state, and federal reports as required.
17. Assists in in-service of all new teachers in regard to office procedures, etc.
18. Assists in the preparation of the school newsletter and other parent publications. Assists with clerical work for parent groups. Assists teachers in preparing instructional materials as time allows.
19. Prepares and processes report cards for all grades. Types class lists, directory, schedules, enrollment forms, etc. Coordinates and assists with kindergarten registration.
20. Maintains an attractive and comfortable reception area and office.
21. Sorts and distributes incoming US mail and school district mail.
22. Assists school related persons (nurses, vision and hearing testing, picture taking, etc.)
23. Counts and distributes all information and requests from Central Office and the EEN office.
24. Maintains and assists in inventories of school classroom and educational materials and equipment.

25. Processes facility use forms.

26. All other duties that are from time to time assigned.

TERMS OF EMPLOYMENT: Salary, hours and other conditions will be determined by the Board of Education in accordance with the terms of the Collective Bargaining Agreement.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

APPROVED BY: _____ **DATE:** _____

**REVIEWED AND
AGREED TO BY:** _____ **DATE:** _____

JOB DESCRIPTION

POSITION: HEAD COOK – LINCOLN HIGH SCHOOL

QUALIFICATIONS:

1. High school diploma required.
2. Demonstrated ability to maintain positive relationships with school personnel and other customers.
3. Demonstrated ability, aptitude and competence to supervise the daily food preparation for the satellite schools.
4. Demonstrated ability to maintain a safe, sanitary and efficient food service facility.
5. Demonstrated ability to develop menus according to the USDA guidelines for the high school food service programs.
6. Demonstrated ability to perform routine cooking tasks.
7. Demonstrated desire for continuing self-improvement in food service knowledge, ability, and skills through attendance at Wisconsin Food Service Association and Department of Public Instruction continuing education classes, seminars, conferences, etc.
8. Demonstrated ability, aptitude and competence to react, be flexible, and respond immediately to possible changes which may occur in the daily working environment.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Food Services

JOB GOAL: To serve the students and other customers attractive cost effective and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.

PERFORMANCE RESPONSIBILITIES:

Performance Responsibilities Include But Are Not Limited To:

1. Responsible for the maintenance of an efficient, clean, and orderly food service production, serving, storage, and food service office area.
2. Supervises and assists with the daily preparation of entrees, alternates, and/or the other items on the high school menu, according to established recipes and/or instructions that have been provided.
3. Supervises and assists with the daily preparation of the entrees, alternates, and/or the other items on the elementary menu for the satellite schools according to established recipes and/or instructions that have been provided.
4. Maintains a pleasant, courteous, and efficient daily routine with the elementary school secretaries, service cooks, delivery personnel, and/or other persons who assist with the daily satellite food service operations.
5. Serves the students and other customers in an efficient, knowledgeable, courteous, pleasant, and friendly manner.
6. Maintains and provides for the Supervisor of Food Services an efficient, accurate, and thorough accounting of daily production amounts for the satellite and high school food service program.
7. Determines amounts needed, places orders and checks for accuracy at time of delivery the amount of food and/or other supplies as needed for weekly deliveries of a la carte, hot lunch, and breakfast items as directed by the Supervisor of Food Services.
8. Maintains records and accounting of a la carte functions and activities held at Lincoln High School that are separate from the regular food service and a la carte program.
9. Supervises and assists with the a.m. breakfast line at the high school.
10. Determines and supervises the daily work production schedules for the second cooks, helpers, and a la carte cook, as directed by the Supervisor of Food Services.
11. Prepares a weekly requisition of food and/or supplies needed from Central Storage based on menu requirements and submits to Food Service office according to established timelines.

12. Maintains a separate purchased inventory and provides current inventory data for the Supervisor of Food Services when requested.
13. Maintains a separate USDA inventory and files a yearly report of commodities for the Supervisor of Food Services.
14. Determines the hot lunch entrees, menu items, and a la carte menus for the high school food service on a weekly basis under the supervision of the Supervisor of Food Services.
15. Supervises food modifications when necessary and as required by the Americans with Disabilities Act, under the guidance of the Supervisor of Food Services.
16. Sends delivery invoices to the Supervisor of Food Services in a timely manner so they can be processed for payment.
17. Maintains effective and positive communication with the Food Service staff, other school personnel and customers, and students.
18. Communications with Supervisor of Food Service regarding any equipment or supply concerns, as well as any other issues of concern.
19. Assures that established sanitation regulations are followed in the kitchen and that sanitary food handling practices are used by all staff.
20. Informs kitchen staff of changes in their work hours due to staff vacancies/inclement weather closings.
21. Performs related duties as required or as directed by the Supervisor of Food Service.

TERMS OF EMPLOYMENT:

Salary, hours, and other conditions of employment will be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation and Support Services Personnel.

JOB DESCRIPTION
DISTRICT CUSTODIAN

I. DEFINITION

This is a full-time position. The hours will be dependent on the job assignment (with the regular shift being Tuesday through Saturday). The employee in this job classification is under immediate supervision of the director of buildings & grounds.

Duties Include, But are Not Restricted to:

- | | |
|--|--|
| - Dust mopping | - Waxing |
| - Sweeping | - Cleaning restrooms |
| - Wet mopping | - Removing trash |
| - Vacuuming | - Polishing furniture |
| - Dusting | - Operation of basic mechanical cleaning equipment |
| - Floor scrubbing/burnishing of hallways | |
| - All other custodial work as assigned. | |

Assignment of daily work will be at the discretion of the head custodian.

II. NON-ROUTINE WORK

Definition

This is manual labor associated with the recurring, but non-routine cleaning and maintenance of buildings. Employees will perform various tasks requiring moderate physical strength.

Examples of Non-Routine Work

- Interior/exterior painting (brush, roller, spray)
- Setting of bleachers
- Removing snow from roofs
- All phases of grounds keeping
- Moving furniture
- Unloading trucks
- Refinishing gym floors
- Related work as required and instructed

III. QUALIFICATIONS

Required Knowledge, Skills, and Abilities

- Knowledge of cleaning methods, materials, and equipment
- Ability to perform manual tasks requiring average physical strength
- Ability to operate mechanical cleaning and grounds equipment
- Ability to follow oral and written instructions in the conduct of the job
- Ability to establish and maintain good working relations with supervisors, fellow workers, and students

Minimum Training and Experience

Such training and experience as may be gained through schools; some experience in performing cleaning work and other manual labor, or any equivalent combination of training and experience.

SCHOOL DISTRICT OF PORT EDWARDS
Port Edwards, WI 54469

ROLE DESCRIPTION

POSITION: Elementary School Secretary

IMMEDIATE SUPERVISORS: K-4 Principal

GENERAL DUTIES AND RESPONSIBILITIES:

- ❖ Attendance: Maintains and updates records for daily, monthly and quarterly attendance. Verifies all absences via phone calls and parental contacts. Prints attendance on report cards quarterly. Prepares annual report for K-4 at end of school year.
- ❖ Board of Education: Posts agendas at the elementary school for school board meetings.
- ❖ Bus arrangements: Sends updated address lists of K-4 students' families to Lamers Bus at the end of July, to place students on proper routes. Calls bus company to find out on which route new students will be placed during the school year. Prepares bus list for staff use, designating which students ride each route, needed the first day of school. In August, schedules bus evacuation drill date (in September) with bus company. Arranges transportation for field trips, etc. as requested by administration.
- ❖ Computer Data Entry: Records K-4 tardies and absences. Enrolls new students into SASI program, assigns them to a homeroom teacher and enters their schedule. Updates course sections, teachers data and sets up teachers' gradebooks in summer. Exports updated student data for attendance and grading to all teachers, as needed, and imports grades and attendance information from teachers at mid-term and end of each quarter. Completes registration of new users to ParentCONNECT and assigns their passwords. Updates change of address and phone number information throughout the year.
- ❖ Cumulative Files: Prepares cumulative files for new students and maintains student cumulative files. Sends requests for transfer of students' files and mails records for students leaving the district. Sends incoming 5th grade files to middle school building.
- ❖ DPI Attendance Audit: Completes DPI Attendance Audit on 3rd Friday of September and 2nd Friday of January as required by law for students in K-4.
- ❖ Family Lists: Runs report of multiple students/family listing for scheduling parent teacher conferences. Runs one per family listing for handing out K-4 Handbooks on the first day of school.

- ❖ Fire Drills: Prepares a monthly fire drill schedule, assists principal with fire drills, records evacuation times, and sends a year-end report to Madison and local fire chief.
- ❖ Handbook: Updates and prepares K-4 Student Handbook during the summer. Runs copies for each K-4 family and extras for new enrollees during the school year.
- ❖ Incoming Cash: Receipts monies collected from students/parents for party fees, milk fees, field trips, lunch deposits, etc.
- ❖ Injury/Illness: Dispenses medicine and cares for injured or ill students when nurse is not in building. Collects completed medication administration, physical, and immunization forms.
- ❖ Inservice: Orders food/beverages for all staff inservice meetings in August. Makes coffee. Arranges for custodian to pick up food. Sets up food and cleans up.
- ❖ Kindergarten Orientation/Screening: Prepares forms and materials for parents. Places ads for orientation in the local paper, public access TV and radio stations. Compiles potential kindergarten list using school census and sibling's information forms. Photocopies screening tests and fills in student information, photographs each student with digital camera.
- ❖ Lunch program: Distributes free and reduced meal applications. Tallies and reports lunch count to kitchen staff daily. Completes monthly milk program report. Prepares letters, gets a count and makes a list of adult guests for Parent Lunch Days.
- ❖ Meetings: Organizes and sets up meetings for principal as requested. Assists with Parent/Teacher Conferences.
- ❖ Monitoring: Monitors students sent to office for behavior problems when principal or counselor is not in the building.
- ❖ Purchase Orders: Completes purchase orders for K-4 office/principal and staff. Tracks offices purchases from contingency fund.
- ❖ Report Cards: Imports grades to process report cards. Prints mid-terms and report cards each quarter.
- ❖ Parties: Orders party treats as directed by teachers.
- ❖ Prepare Reports: DPI, District, as requested by principal.
- ❖ Registration: Registers new students/gives building tours.
- ❖ Office Files: Prepares and maintains office files.
- ❖ SASI Assistance: Provides assistance to teachers with SASI program.

- ❖ **Student Rosters:** Prepares and updates rosters for grades K-4.
- ❖ **Summer School:** Sends letters to parents, prepares attendance rosters. Calls students that do not show. Prepares teachers' contracts for principal and submits to bookkeeper.
- ❖ **Supplies:** Monitors inventory and orders all general office supplies for elementary school. Unpacks supplies during the summer.
- ❖ **Teacher Workroom:** Organizes teacher workroom as needed.
- ❖ **Telephone Calls:** Handles all incoming phone calls from parents, students, and staff.
- ❖ **Word Processing:** Prepares reports, summaries, letters, etc. as requested by principal, school nurse, psychologist, and speech therapist.
- ❖ **The elementary school secretary shall perform such other duties as the K-4 principal, district superintendent and board of education may determine necessary and reasonable in relationship to other duties outlined in other segments of this job description.**

EVALUATION:

- ❖ **Evaluation of the performance of this position will be by the immediate supervisor in accordance with Board of Education policy, and this role description.**

SCHOOL DISTRICT OF PORT EDWARDS
Port Edwards, Wisconsin

ROLE DESCRIPTION

POSITION: Elementary Building Custodian

IMMEDIATE SUPERVISOR: Buildings & Grounds Supervisor

GENERAL DUTIES AND RESPONSIBILITIES:

Maintain buildings and operational equipment, including, but not limited to:

- Change lighting, clean and repair fixtures and sockets, replace switches, outlets as needed
- Adjust temperature controls, ~~take boiler water sample weekly and treat as needed~~
- Change all air filters, oil motors and shaft seals and roof vents; check and replace drive belts as needed
- Grease all blower and motor bearings biannually or more regularly if necessary
- Do minor plumbing repairs; drain traps, faucets, flush valves, etc. when needed
- Maintain blowers and roof vent motors
- Check and clean boiler tubes yearly
- Maintain air compressor, clean drain moisture from unit twice weekly; change oil yearly
- Check, clean and run standby generator monthly, change oil yearly
- General minor building repairs: roofs, door closers, etc. as needed
- Paint areas, caulk when needed

Maintain grounds

- Mowing of lawns, fertilizing as necessary, landscaping, raking, trimming of shrubbery, watering, painting, snow removal, and other general duties related to maintaining the grounds as necessary

Daily duties, including, but not limited to:

- Clean rooms and vacuum carpeted floors in classrooms
- Clean bathrooms - dry and wet mop floors; clean sinks & mirrors; disinfect toilets; check and fill towel, soap and toilet paper dispensers
- Dry and wet mop kitchen and gym floors
- Set up and take down lunch tables, benches
- Deliver milk to first grade and kindergarten areas
- Fill humidifiers with water
- Check heating boiler, water temperature, pump pressure, control panels, blower motors, blow off safety relief valves
- Clean windows as needed
- Other general maintenance and cleaning as necessary to maintain a clean, healthy, and safe environment in the elementary building

Seasonal duties, including, but not limited to:

- Maintain air conditioning equipment.
- Check chiller operation, take water, oil and pump pressure readings, fill cooling tower, check motor drive belts, oil blower shafts, clean screens, check

cooling water jets, treat water, drain and pump down for winter. Remove tower float and fill valve to keep from freezing up.

The elementary building custodian shall perform such other duties as the building and grounds supervisor, district administrator and board of education may determine necessary and reasonable in relationship to other duties outlined in other segments of this role description.

EVALUATION:

Evaluation of the performance of this position will be by the immediate supervisor, in accordance with Board of Education policy and this role description.

August 25, 2004

NOTICE TO CLERICAL EMPLOYEES -- JOB POSTING

An opening will exist in the Residential Sales Department for the following position.

REGULAR PART-TIME SERVICE REPRESENTATIVE

QUALIFICATIONS:

One year or more degree in a clerical/secretarial/sales field or equivalent work experience.

Ability to work independently, but function as a team player.

One year or more sales experience preferred.

Face to face and telephone customer contact experience preferred.

Exhibit positive customer service aptitude.

A clear and professional telephone speaking voice with appropriate telephone etiquette.

Proven aptitude and ability to perform well under pressure.

Must be a self starter and able to structure work in an unevenly paced work environment.

Familiarity with Microsoft word, excel and database programs is required.

Proven ability to operate a CRT/PC at least at 35 wpm.

Exhibit good spelling, penmanship and math skills.

Motivated, positive team player that is committed to exceptional customer service.

Exhibit positive customer sales/upgrade/retention skills.

Exhibit ability to organize work efficiently and manage time under tight deadlines and requirements.

Required to maintain quality, time and production standards.

Proven dependability record.

Available to work Saturdays.

Professional appearance a must.

If you are interested in applying, please submit a request for transfer to your immediate supervisor, along with a resume and letter of application in writing, specifying your qualifications, fitness, aptitude, abilities and experience by 4:30 p.m., Tuesday, August 31, 2004.

You may obtain a form of request for transfer from your immediate supervisor.

POSITION TITLE AND DESCRIPTION OF WORK CLASSIFICATION
PLANT DEPARTMENT

It is agreed that an employee may be temporarily assigned to work in a work assignment other than the employee's normal work assignment in order to meet the needs of the Company, to provide continuous employment, for training purposes or to relieve employees on vacation or disability. If the need for this work assignment should be deemed long-term by the Company, the Company shall agree to post the work assignment opening. Work assignments will be made in the sole discretion of the Company based on its determination of needs and abilities.

Position Title

Description of Work

**COMMUNICATION
TECHNICIAN**

Work Assignment

Cable Splicing
Technician

All types of cable construction and maintenance work, including drop wire reconcentration and rehabilitation; also, repairs to conduit and manholes.

Central Office
Technician

Installs and maintains all types of central office equipment; also, may assist in the installation and maintenance of special equipment on subscriber premise.

Outside Plant
Technician

Installs and repairs pole, wire, cable and conduit plant, including the handling and transporting of materials, supplies, and equipment; also, tree trimming, brush removal and truck operation including simple cable and line termination extensions, up to 25 pair.

Special Equipment
Installer and
Technician

Installs and maintains all types of equipment located on subscribers premises, including PBX, PABX, Wiring Plans requiring relay or electronically operated common control equipment.

Communications
Service
Installers

Installs and maintains line and station equipment, including relays associated with auxiliary equipment, repairs to outside wire, termination of service drops and cable pairs and tree trimming.

Testing
Technician

Operates local and toll test board equipment; work associated with the location of all types of central office and outside plant faults; work associated with maintenance of central office frame, and maintains all records associated with Technician duties.

**CABLE SPLICER'S
HELPER**

Assists a cable splicer in preparation of becoming a cable splicer's technician, in all phases of work.

SHOPKEEPER

Performs work associated with packing and shipping material, apparatus, tools and equipment. Maintains warehouse grounds, including security and housekeeping. Answers telephones and takes messages. Accepts incoming freight.

August 30, 2004

NOTICE TO PLANT EMPLOYEES -- JOB POSTING

One opening exists in the Plant Department for the following position.

COMMUNICATIONS TECHNICIAN

Description of Work:

See page 26 in CWA contract for COMMUNICATIONS TECHNICIAN definition.

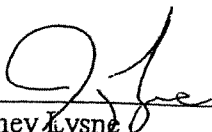
Primary Initial Work Assignment (not limited to):

Special Equipment Installer and Technician

Mandatory Job Requirements:

- Call out -- Overtime -- Holiday Work Schedule
- Valid State drivers license and safe driving record
- Versatility and willingness to participate in future educational opportunities deemed necessary by the changing technology of the communications industry
- Ability to install and maintain the programming/operation of business systems and/or computer operating systems/software
- Ability to install and troubleshoot special circuit equipment and broadband services
- Two year associate degree in communications related field or proven work experience in related field

If interested in this position, contact Jamey Lysne by 4:30 p.m. on Friday, September 3, 2004.



Jamey Lysne
Director of Operations

JOB QUALIFICATIONS 2004

10/26/2004

GROUP 5:

| <u>Incumbent Name</u> | <u>Present Job Title</u> | <u>Grade</u> | <u>Abbreviated Qualifications</u> |
|-----------------------|--------------------------|--------------|---|
| ALL | P. E. Pulp & Paper Tech. | A | Math/Color/2-year Associate degree in Pulp & Paper or Physical Sciences that includes laboratory experience, or equivalent credited classes in Physical Sciences that includes laboratory experience, or experience as a Pulp & Paper Tester. Computer training or experience with WORD & EXCEL |
| | Nek. Pulp & Paper Tech. | A | Math/Color/2-year Associate degree in Pulp & Paper or Physical Sciences that includes laboratory experience, or equivalent credited classes in Physical Sciences that includes laboratory experience, or experience as a Pulp & Paper Tester. Computer training or experience with WORD & EXCEL |
| | P. E. Quality Technician | A | Math/Color/2-year Associate degree in Pulp & Paper or Physical Sciences that includes laboratory experience, or equivalent credited classes in Physical Sciences that includes laboratory experience, or experience as a Paper Tester, Finishing Operator, or Paper Machine Operator |
| | Nek. Quality Technician | A | Math/Color/2-year Associate degree in Pulp & Paper or Physical Sciences that includes laboratory experience, or equivalent credited classes in Physical Sciences that includes laboratory experience, or experience as a Paper Tester, Finishing Operator, or Paper Machine Operator |

PACE, Local 59 Very generic qualifications for most Paper-makers positions

- Good Work Record
- Good Attendance
- Physically Able
- Some jobs require Color Test

NOTICE OF JOB OPENING - CLERICAL

Bidding No. 5

January 25, 2000

| <u>Division</u> | <u>Department</u> | <u>Job Title</u> | <u>Rate</u> |
|-----------------|-------------------------|------------------|-------------|
| Main Office | Accounting/Controller's | Utility Clerk I | \$16.81 |

Duties

Provide relief and/or assistance for Sales Statistical Clerk, Data Entry Operator, and Freight Entry Clerk in the Accounting/Controller's Department.
Other duties assigned by supervisor.

NOTE: THIS JOB IS IN A LINE OF PROGRESSION: Chief Clerk
Financial Reports Clerk
Accounts Receivable Clerk
Sales Statistical Clerk
Utility Clerk I

Minimum Qualifications

Successful completion of the following MSTC courses or their equivalencies:

| | | | |
|---------|-------------------------|---------|-----------------------------------|
| 101-111 | Accounting I ✓ | 101-125 | Cost Accounting |
| 101-113 | Accounting II ✓ | 101-127 | Auditing ✓ |
| 101-115 | Accounting III ✓ | 101-130 | Accounting Systems ✓ |
| 101-117 | Accounting IV ✓ | 145-100 | Small Business Operations |
| 101-123 | Income Tax Accounting ✓ | 105-104 | Business Math Using Calculators ✓ |

Working knowledge of Windows.

Working knowledge of Beginning Lotus or Excel.

Working knowledge of computer data entry.

OR

Any equivalent combination of education, training, and experience.

Special Position Requirements

Must be able to work under time constraints to meet deadlines.

Must be accurate.

Accounting experience preferred.

Must be proficient in the use of printing calculator.

Applications for the above job will be received by the undersigned until 12:00 p.m., Monday, January 31, 2000.

NOTE:

INVESTIGATION BY THE BIDDING EMPLOYEE OF THE JOB TO WHICH HE/SHE IS BIDDING IS REQUIRED. RESPONSES TO JOB POSTINGS WILL NOT BE VALID UNLESS INITIALED BY THE SUPERVISOR HAVING THE VACANCY, INDICATING INVESTIGATION OF THE JOB BY THE BIDDING EMPLOYEE. THE SUPERVISOR OF THE JOB IS CHUCK TACK; PHONE NUMBER 3775.

Applicants should complete, in duplicate, "Office/Clerical Job Vacancy Request" (form M141-61C), which is available from your supervisor or the Employment Office. Please send the original to Jean Mathews - RB1, and one copy to Myron Saeger - WR (Chairman of the Bargaining Committee, OPEIU).

Jean Mathews
Human Resources Department

STORA ENSO NORTH AMERICA

NOTICE OF JOB OPENING NO. 1

Union: PACE Local 187
Mill: Wisconsin Rapids

Date: January 13, 2005

This position is open for qualified employees. If you have the necessary qualifications, you may apply by completing Form #M141-78. These forms may be obtained from your department head or the undersigned representative.

| <u>Department</u> | <u>Job Title</u> | <u>Rate per Hour</u> |
|-------------------|---------------------------|----------------------|
| Paper Machines | Relief Fourth Hand No. 14 | \$19.81 |

Duties of the Job -

- Assists Third Hand with winding rolls.
- Retrieves spools from the finishing area as required.
- Sets up winder and adjusts slitters.
- Assists with felt changes and with tailing the machine on breaks and startups.
- Trucks reels to the coater.
- Assists with wash-ups on machine.
- Slabs reels and operates when necessary.
- Performs general housekeeping duties and other duties as assigned by supervision.

Note: This is a relief job. When employee is not working in #14 Paper Machine Department, s/he may work in the Labor Pool.

On-The-Job Requirements -

- Must lift 50 lb.
- Must do considerable amount of reaching, pulling, bending and stooping and work in cramped quarters when changing felts.
- Must climb, e.g., ladders, catwalk, reel stand, etc.
- Must work in extremely hot areas.
- Must read and use measuring devices, e.g., tape rule when setting slitters, width of rolls and counter to measure revolutions.

Note: This job is in a line of progression. Please investigate the positions in the line of progression as the successful bidder must progress as vacancies occur in the line.

Machine Tender No. 14
Back Tender No. 14
Third Hand No. 14
Fourth Hand No. 14
Relief Fourth Hand No. 14

Qualifications -

- Must be able to meet the physical requirements of the above job.

Evaluations will be made on an individual basis.
(R 09/05/2000)

Applications for this job will be accepted until 4:00 p.m. on Tuesday, January 18, 2005.

Rachel Reinwand - WR#16
Mill Employment Representative